

**TITLE: BUSINESS ANALYST**

**CLASSIFICATION: FO 18**

**JOB OVERVIEW**

*The Business Analyst is an accounting specialist for the Business Areas (BAs) who is responsible for providing financial and performance frameworks for business operations and for reporting on business plan results for a financially complex program with unique cost accounting requirement. The Business Analysts assesses operational alternatives, provides financial advice to support accounting and operational decisions and facilitates business improvement reviews to minimize costs and increase productivity.*

**ACCOUNTABILITIES**

**Manages daily financial operations according to legislation, policies and procedures to ensure adherence to generally accepted financial accounting and cost accounting principles**

- Develops financial management reports and spreadsheets to track and monitor budgets, commitments, and expenditures, ensure accuracy and completeness of information, and identify and resolve variances.
- Implements effective financial monitoring and controls, analyzes expenditures and projections, and provides cost /profitability data for prospective sales and decision making.
- Presents budget reallocations, transfers and adjustments to achieve a balance between budget realities and the often competing needs of various program areas.
- Advises and assists managers and staff in analyzing and interpreting financial reports and provides technical accounting support and training to resolve problems
- Administers petty cash, corporate purchasing cards, direct invoices, and provides verifications upon request.
- Oversees the processing of accounts payable/receivable.
- Analyzes balance sheet accounts to ensure they accurately reflect financial activities.
- Implements internal controls to ensure safeguarding of ministry assets.

**Co-ordinates and supports the business planning and budget cycle**

- Consolidates, analyzes and supports three year budget submissions into the business plan, complete with goals, for multiple field teams and program activities in accordance with Ministry and Treasury Board requirements.

**Performs analysis and reporting to support business and financial decisions**

- Ensuring data integrity of financial, budget and performance reports and analyses.
- Performs data integrity analysis between various systems to ensure accuracy and reconciliation.
- Conducts revenue analysis including month-to month gross to net revenue reconciliation and comparative BA trend analysis.
- Performs collaborative analysis to improve operations, provides financial or/and analytical advice and recommendations to management.
- Works with operational and business staff to establish metrics or performance indicators.
- Monitors operations for adherence to financial policies and to assess data integrity and the effectiveness of internal controls.

### **Performs business process improvement reviews for the TSO to increase efficiency and effectiveness**

- Design support tools, templates, processes and procedures to streamline operations.
- Represents BA in provincial or local working groups and participates in projects, making recommendations for improving work procedures and policy.

### **Administrative Support and other**

- Provides a variety of administrative support functions as required.

### **JOB REQUIREMENTS**

- Post-secondary education in accounting, business or finance, equivalent to two years of a recognized professional program to meet position requirements.
- Minimum five years (gained within the last ten years) of directly related experience. Related experience means:
  - The application of government finance and administration policies and processes, legislative acts and regulations, reporting, systems and controls including managing financial operations and managing financial policy.
  - Developing and integrating business plans and operational budgets, conducting financial forecasts and analysis in support of budget evaluation processes.
  - Preparing and analysing financial statements, transactions and reporting to provide accurate and timely financial management.
  - Proficiency in developing and implementing tracking and monitoring systems; generating financial spreadsheets, working documents and reports.
  - Analyzing trends, cost/benefit, and historic performance.

Or

- An equivalent combination of education and experience such as seven or more years of related experience in finance, budgeting and accounting gained in the last ten years.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

### **KNOWLEDGE, SKILLS AND ABILITIES**

- In-depth knowledge of GAAP, financial systems, controls and techniques.
- Ability to establish and maintain effective working relationships to affect outcomes and provide a service; includes providing clear, concise and complete communication at a level appropriate to the audience while maintaining confidentiality.
- Ability to manage a heavy workload with multi-priorities and demands; to plan, schedule and organize multiple projects and initiatives in a timely and effective manner.

## **BEHAVIOURAL COMPETENCIES**

- Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs. (L2)
- Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions. (L3)
- Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure(achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation. (L3)
- Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client. (L3)
- Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views. (L3)